Commonwealth of Virginia
Department of Professional and Occupational Regulation
Post Office Box 29570
Richmond, Virginia 23242-0570
(804) 367-8526
www.dpor.virginia.gov



## Real Estate Board FIRM PRINCIPAL BROKER/OFFICER CHANGE FORM No Fee Required

- ♦ YOU MUST RETURN BOTH THE CURRENT AND NEW PRINCIPAL BROKER LICENSES TO PROCESS THE CHANGE.
- ♦ Please include any supplemental applications and fees that may be required for the new principal broker (i.e., BROKER LICENSE BY EXAM APPLICATION, BROKER LICENSE BY RECIPROCITY APPLICATION, ACTIVATE/TRANSFER OR CONCURRENT BROKER APPLICATION).

1.	Firm Name			
2.	Trade (or Fictitious) Name			
3.	Street Address (PO Box not accepted)			
	City, State, Zip Code			
4.	Telephone & Facsimile Numbers	( ) - (	( ) - Facsimile	
5.	Firm's (10-digit) Virginia Real Estate Lice	nse Number		
6.	Are you applying to change the firm's Principal Broker?  Yes			
7.	Will the current Principal Broker become a Yes No	an Associate Broker for this fir	m?	
8.	Current Principal Broker			
	First	Middle	Last	Generation (SR, JR, III)
9.	Current Principal Broker's (10-digit) Virgin	nia Real Estate License Numb	per	
10.	New Principal Broker			
	First	Middle	Last	Generation (SR, JR, III)
11.	New Principal Broker's (10-digit) Virginia Real Estate License Number			
12.	Are you applying to change the firm's office Yes No If no, skip to #16.	cers?		

13. Is the real estate firm a **limited liability company?** If not, go to question #14. If so, fill in the box below. Enter the full name, answer yes or no, and enter the Virginia Real Estate License Number for each member and managing member of your limited liability company below:

## EVERY MANAGING MEMBER WHO ACTIVELY PARTICIPATES IN THIS FIRM'S VIRGINIA BROKERAGE BUSINESS MUST HOLD A LICENSE AS A VIRGINIA REAL ESTATE BROKER.

Full Name (print name)	Member (yes or no)	Managing Member (yes or no)	Virginia Real Estate License No.
			License No.

14. Is the real estate firm a corporation? If not, go to question #15. If so, fill in the box below. Enter the full name, title, and Virginia Real Estate License Number for each officer and each licensed shareholder of your corporation below: <u>EVERY OFFICER WHO ACTIVELY PARTICIPATES IN THIS FIRM'S VIRGINIA BROKERAGE BUSINESS MUST HOLD A LICENSE AS A VIRGINIA REAL ESTATE BROKER.</u>

Full Name (print name)	Officer's title or Shareholder	Virginia Real Estate License No.
		License No.

## EVERY MEMBER OR OFFICER WHO ACTIVELY PARTICIPATES IN THIS FIRM'S VIRGINIA BROKERAGE BUSINESS MUST HOLD A LICENSE AS A VIRGINIA REAL ESTATE BROKER.

15. Is the real estate firm a **sole proprietorship or partnership?** If not, go to question #16. If so, fill in the box below. Enter the full name, answer yes or no, and the Virginia Real Estate License Number for each licensed sole proprietor or partner of your business below:

Sole Proprietor (yes or no)	Partner of Partnership (yes or no)	Virginia Real Estate License No.
		License No.

16.	I, the undersigned, certification information that might af		egoing statements and answers are true my license status.	ue, and I have	e not suppressed any
	Current Principal Broker's Signature		Date		
			Signature of the individual listed in #9		
	New Principal Broker's Signature			Date	
	•		Signature of the individual listed in #11		
	The Owner's signature is required ONLY if the current Principal Broker did not sign above.				
	Owner's Name				
		First	Middle	Last	Generation (SR, JR, III)
	Owner's Signature			Date	

APPLICATIONS AND SIGNATURES MUST BE ORIGINAL. FAXES AND COPIES WILL NOT BE ACCEPTED.